

United States Department of Agriculture



Natural Resources Conservation Service
<<enter address>>
<<enter City, State, Zip>>
<<enter telephone, fax>>

Attachment B

<<insert date>>

<<Participant Name>>

<<Street Address>>

<<City, State, Zip>>

RE: Contract Expiration as of September 30, 2006: <<enter program name>> (<<enter acronym>>), Contract Number: <<enter CN>>

Dear << Participant Name>>:

Funding for all Wildlife Habitat Incentives Program (WHIP) contracts approved in fiscal year 2001 will expire at the end of this fiscal year. This action will affect your WHIP Contract Number: <<enter CN>>. The United States Department of Agriculture Natural Resources Conservation Service (NRCS) preference, is to complete the conservation practices included in your contract. Therefore I encourage you to consider the following options regarding your 2001 WHIP contract:

1. Acceleration of your WHIP contract: Contact NRCS within 30 days of receipt of this letter to reschedule and accelerate implementation of the remaining conservation practices to complete your contract by no later than September 1, 2006.
2. Mutual contract cancellation: You may request mutual contract cancellation if you will not be able to complete your contract by September 1, 2006. Please contact NRCS within 30 days of receipt of this letter and request cancellation of your contract including reasons for the request.
3. Do nothing: If you do not respond to this letter or do not complete all scheduled practices, NRCS will unilaterally terminate your contract effective no later than 60 calendar days from the date of this notification. NRCS must terminate all contracts where the participant has not indicated a willingness to complete the contract terms and conditions due to expiration of the statutory program authority.

You must contact NRCS no later than 30 days of receipt of this letter to select Options 1 or 2.

All requests for mutual cancellation must include the reasons for the cancellation and if you are citing personal or economic hardship as the reason, you must provide documentation to support such hardship request.

According to the document that is attached to your contract called "Special Provisions to Form NRCS-LTP-2," Section 9, Termination of Cost-Share Agreement, there is language included that

allows NRCS to request repayment of the cost-share reimbursements provided to you for this contract.

If you have any questions about this letter, you may contact this office at the telephone number listed above.

Sincerely,

<<ENTER NRCS EMPLOYEE NAME>>

<<enter NRCS employee title>>

Cc:

ASTC-P

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